

# PROPANE GAS EMERGENCY RESPONSE PLAN

## Facility Template

### 1. Facility & Site Information

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Facility Name	
Physical Address	
Phone Number	
Designated Safety Coordinator	
Alternate Safety Coordinator	

### 2. Emergency Contact Directory

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Contact Entity	Phone Number / Contact Details
Fire Department / Emergency Services	
Propane Supplier / Utility	
Local Police Department	
Facility Maintenance / Engineering	
Poison Control Center	

### 3. Propane System Specifications & Shut-Off Locations

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Equipment / Component	Physical Location	Shut-Off Mechanism Details
Main Propane Storage Tank		
Main Shut-Off Valve		
Secondary/Regulator Valves		
Electrical Disconnects (Pumps/Vaporizers)		

### 4. Evacuation & Muster Points

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<b>Primary Assembly Point</b>	
<b>Secondary Assembly Point (Upwind)</b>	
<b>Method for Accounting for Personnel</b>	

## 5. Standard Operating Procedures (SOP)

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### In the Event of a Propane Leak (Smell of Rotten Eggs, Hissing Sound)

1. **Evacuate Immediately:** Instruct all personnel to leave the affected area and proceed to the designated assembly point.
2. **Eliminate Ignition Sources:** Do not operate light switches, use phones, start vehicles, or light matches in the vicinity of the leak.
3. **Close Valves:** If safe to do so, close the main propane supply valve.
4. **Call for Help:** Once at a safe distance, call the emergency services and the propane supplier.
5. **Secure the Area:** Prevent re-entry until the fire department or qualified propane technicians declare the area safe.

## 6. Specific Site Procedures / Hazard Areas

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## 7. Training & Review Record

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Authorized Trainer Name	Training Date	Employee / Participant Name	Signature / Acknowledgement

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Prepared By (Signature / Date)

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Approved By (Signature / Date)

